MUNICIPAL SCHEDULE

STANDARD   Emergency Services Records

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
911 Communication Records Printouts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched and other related information.	Destroy in office after 3 years, if not made part of a case file.*	
911 File Information regarding the implementation, training, operations, and problems associated with the 911 system.	Destroy in office after 5 years.	

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
911 Tape Recordings	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of G.S. 132-1.4(I)
Ambulance Call Reports (ACR)/Patient Care Reports (PCR)	a) Transfer copy of report to the admitting hospital for inclusion into patient's medical record. b) Destroy in office original after 11 years from last patient service.*	
Ambulance Dispatch Records Includes run number, date, time, address phone number, reason for dispatch, age of patient, condition of patient, responders, and other related information	Destroy in office after 3 years.*	

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Ambulance Service Run Log Includes response number, location of call, responding unit, arrival and departure times, and other related information.	Destroy in office after 3 years.*	
Annual Submission on Personnel and Administrative Funds File	Destroy in office after 3 years.	
Disaster Reference Data File	Destroy in office when reference value ends.	

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Emergency Notifications	Destroy in office when superseded or obsolete.	
Emergency Operating Center (EOC) Development	Destroy in office when reference value ends.	
Emergency Services Correspondence	a) Transfer correspondence with historical value after 3 years to the HISTORIES FILE. b) Destroy in office remaining records after 3 years.	

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Emergency Services File	Destroy in office when superseded or obsolete.	
Evacuation Plans	Destroy in office when superseded or obsolete.	
Federal Assistance Programs Reference Records	Destroy in office when superseded or obsolete.	

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Fixed Nuclear Facilities Plans File	Destroy in office after 3 years.	
Information and Publications (Emergency Services)	Destroy in office when superseded or obsolete.	
Local Emergency Plans	Destroy in office when superseded or obsolete.	

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Minutes (Local Emergency Planning Committee)	Retain in office permanently.	Per U.S. Code Title 42 Chapter 16.
	See the Microfilm section in the introduction for instructions on microfilming minutes.	
Minutes (Safety Committee)	a) Retain in office permanently.	
	b) See the Microfilm section in introduction for instructions on microfilming minutes.	
Nuclear Civil Protection Plan	Destroy in office when superseded or obsdete.	

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Operations File	a) Transfer records with historical value to the HISTORIES FILE. b) Destroy in office remaining records in office after 3 years.	
RADEF Data Bank Radioactive Material Inventory	Destroy in office after loan of radioactive materials ends.	
Radiological Data Station File	Destroy in office when reference value ends.	

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Radiological Equipment Inventory	Destroy in office when reference value ends.	
Resolutions on Establishment of Local Agency	Destroy in office when administrative value ends.	
Shelter Facilities Listing	Destroy in office when superseded or obsolete.	

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
State of Emergency Ordinances	Retain in office permanently.	
Training and Education (Emergency Services)	a) Transfer records documenting training received to PERSONNEL RECORDS (OFFICIAL COPY). b) Destroy in office when administrative value ends.	
Volunteer Fire/Rescue Department Logs	Destroy in office after 3 years.*	